

Tips for Supervisors

Preparing for your Work Scholar's Arrival

- Determine clear chain of command (e.g. to whom Work Scholar reports).
- Circulate Work Scholar position description to all staff who will be working with the student
- Organize student work area.
- Review your Work Scholar's application and plan site orientation.
- Meet with student to set work schedule for the semester.

The first day:

- Introduce student to all staff within your department and be prepared to explain his/her role within your organization.
- Introduce Work Scholar to your department's policies and procedures (school vacation dates, sick time, etc.).
- Show student his/her work area.
- Ask Work Scholar if s/he has any questions (we will be providing them with some questions we recommend they ask their first day).

The first two weeks:

- Introduce the Work Scholar to your stakeholders (students, clients, community partners, etc.)
- Meet every day – even if it's 5 minutes. Reflect on his/her day; ask how it's going and if s/he has any questions.
- Review your site learning goals (based on your work site application) and document progress.
- Discuss student's personal goals. Encourage him/her to think of some accomplishments s/he would personally wish to achieve over the course of his/her year as a Work Scholar.

The rest of the year:

- In addition to being your student's supervisor, be his/her cheerleader and mentor.
- Review and approve student's timesheet.
- Hold monthly meetings and conduct brief performance evaluations using *Seven Performance Expectations* (add link).
- Complete mid-year and final performance evaluation.
- Meet with the Work Scholar and his/her academic advisor at four weeks, mid-term, 12 weeks, and end-of-semester.